



**Job Title:** Bookkeeper

**Reports to:** President

**Department:** Bookkeeping

**Classification:** Exempt / Full-Time

**Revision Date:** 1/6/2009

**Working Days/Hours:** M-F 7:30am – 4:00pm

#### **Position Overview**

Responsible for day to day bookkeeping operations of a one million dollar plus business, to include Accounts Payable, Accounts Receivable, payroll, taxes, unemployment compensation, workers' compensation, and other accounting and bookkeeping functions that would be considered usual and customary for a construction company. The Bookkeeper enters financial and bookkeeping data into QuickBooks Pro. The Bookkeeper is responsible for producing financial reports, (forecasting reports, P&L reports, job costing reports, budgeting reports), overseeing business insurance quotes, ( G.L., Auto, Workers Comp. Health and any other insurance related product that the company deems necessary.), all licensing, Federal, State and Local government compliances, business property inventories, Tangible and Intangible taxes, working with CPA and all other outside accounting support. Bookkeeper may supervise up to one assistant. Bookkeeper is responsible to the President for reporting all financial matters, concerns, outlooks, budgeting matters, and tax information. Bookkeeper is responsible for communicating all aspects of the bookkeeping position with all its information in a timely and understandable manor to the President. Bookkeeper will make recommendations regarding bookkeeping decisions directly to the President in a timely manor and will never make any decisions with regards to taxes, payroll, accounts receivable, accounts payable, income statements or journal entries with out first notifying the President and explaining what decision he or she feels is necessary and why it is necessary. Bookkeeper is responsible for timely collections and shall at all times have updated information on the status of individual collections.

#### **Essential Job Duties and Responsibilities**

- Accounts Payable, Accounts Receivable and Collections
- Payroll
- Ensure compliance with all Federal, State and local government requirements
- Workers' Compensation
- Unemployment Compensation
- Taxes
- Business/Occupational licenses
- Liaison with CPA

#### **Requirements**

- 5 years Accounting/Bookkeeping experience within the past 7 years with last 2 years as a Full-Charge Bookkeeper.
- Minimum High School Diploma some college or training in accounting/bookkeeping is preferred.
- Knowledge and experience using MS Outlook, MS Word, MS Excel
- Knowledge and experience using QuickBooks Pro (or other accounting software)
- Experience using office equipment (Copiers, scanners, fax, printers, etc)
- Pass drug screening and criminal background check
- Have reliable transportation
- Above average communication skills
- Highly Organized with attention to details
- Works well in team environment, willing to do whatever needs to be done.
- Bondable up to \$500,000.00

#### **Physical Requirements**

- Ability to perform sedentary tasks in a mentally demanding and stressful work environment.
- Ability to lift up to 20 lbs on a regular basis

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as needed to meet the ongoing needs of the organization

By signing below, I acknowledge receipt of and understanding of the above job description. I further agree that I understand the requirements of this position and that I am fully capable of performing stated duties and responsibilities, and fulfilling all the requirements with or without reasonable accommodations.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Date